IN-CAMERA SESSIONS OF THE BOARD

POLICY

The Board may move *in-camera* or hold special meetings that are not open where it determines it is in the best interest of the Hospital to do so. The Chair may order that a meeting move *in-camera* or any Director may request a matter be dealt with *in-camera* in which case a vote will be taken and if a majority of the Board so decides, the matter shall be dealt with *in-camera.*

The following matters will be dealt with *in-camera:*

1. Assessment, rewarding or disciplining of individuals (staff or Board members).

2. Discussions and dealing with other entities or person when the information being discussed may compromise the relationship of the Hospital with them or their relationship with stakeholders.

3. Financial, personnel, contractual and any other matters for which a decision must be made in which premature disclosure would be prejudicial.

4. Matters involving property.

5. Discussions that may prejudice a person or entity involved in a criminal proceeding or a civil suit or proceeding, including matters before administrative tribunals.

6. Instructions given to or opinion received from a solicitor(s) or a consultant(s).

7. Matters involving litigation.

8. Material contracts.

9. Human resource issues.

10. Member, public or other stakeholder issues.

11. Labour relations issues including matters involving non-union and unionized staff.

12. Personal health information related to an individual.

13. Deliberations that may be necessary to decide whether the matter warrants being dealt with in an *in-camera* session of the Board.

14. Any other matters the Board deems confidential.

ATTENDEES DURING AN IN-CAMERA SESSION

During an *in-camera* session of the Board, all persons who are not Board members shall be excluded, save and except members of the Senior Management Team and the Recording Secretary, unless specifically asked to be excused.

Guests or counsel may remain during an *in-camera* session with the permission of the Chair or the consent of the meeting.

PROCEDURE

1. A motion is required to move into, and rise from an *in-camera* session of the Board, and to approve any actions of the Board.

2. Material circulated to Board members for *in-camera* session items must be clearly identified as CONFIDENTIAL and handled and secured in a manner which respects the nature of the material.

3. Where an *in-camera* session of the Board is required, a separate agenda, indicating the items to be dealt with during the *in-camera* session of the Board, will accompany the confidential material and will also be identified as CONFIDENTIAL.

4. The vote on a matter that is under consideration at an *in-camera* session of a meeting of the Board shall be taken in an *in-camera* session of the Board.

5. Minutes shall be recorded by the Recording Secretary or their designate. In absence of the Board Secretary or their designate, the Chair shall designate a Director to record the minutes. When circulated to the Board the minutes should be clearly identified as CONFIDENTIAL and handled and secured in a manner which respects the nature of the material. Minutes of an *in-camera* session of the Board shall be presented for approval at another *in-camera* session of the Board at a subsequent meeting. Members shall return all copies of *in-camera* minutes at the conclusion of the Board meeting. Any Board member wishing to review *in-camera* minutes shall contact the President and make appropriate arrangements.

6. Matters before an *in-camera* session of the Board shall remain confidential until such matters are moved by the Board to the open session of the Board. The Board shall move matters which have been dealt with in an *in-camera* session of the Board in its sole discretion, to the open session of the Board. To that end, the Board shall pass a resolution with respect to those items that are to be moved from an *in-camera* session of the Board to an open session of the Board.